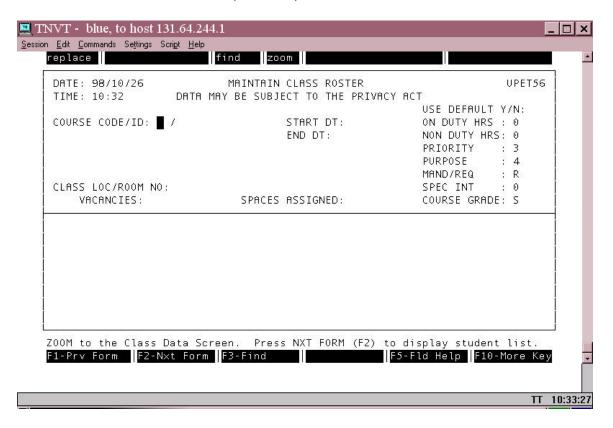CLASS ROSTER

Training Office personnel will use this process to add and delete students from a class. A Class
for a course must be established prior to putting students into a Class Roster (See Chapter 7 on
adding a class data record). By assigning a student to a class you establish either an allocation or
a completion record. Allocations mean the student is assigned a spot in the class while
Completions mean they have attended the class. Completions can be filed using this option, if the
Class End Date is a past date or today's date.

MAINTAIN CLASS ROSTER (UPET56)

```
 TNVT - blue, to host 131.64.244.1                                    _ □ ×
Session  Edit  Commands  Settings  Script  Help
   replace              find     zoom

  DATE: 98/10/26            MAINTAIN CLASS ROSTER              UPET56
  TIME: 10:32         DATA MAY BE SUBJECT TO THE PRIVACY ACT
                                                    USE DEFAULT Y/N:
  COURSE CODE/ID: █ /            START DT:          ON DUTY HRS : 0
                                 END DT:            NON DUTY HRS: 0
                                                    PRIORITY    : 3
                                                    PURPOSE     : 4
                                                    MAND/REQ    : R
  CLASS LOC/ROOM NO:                                SPEC INT    : 0
     VACANCIES:              SPACES ASSIGNED:       COURSE GRADE: S




  ZOOM to the Class Data Screen.  Press NXT FORM (F2) to display student list.
  F1-Prv Form   F2-Nxt Form  F3-Find          F5-Fld Help  F10-More Key

                                                          TT  10:33:27
```

This screen can be accessed by selecting option 8 - CLASS ROSTERS from the TRAINING
OFFICE MENU.

ZOOM FUNCTIONS AVAILABLE:

a.   From the COURSE CODE field to the MAINTAIN CLASS DATA screen.

b.   From the SSN field to the EMPLOYEE INQUIRY screen.

c.   From the NAME field to the NON-EMPLOYEE screen.

ADDING STUDENTS TO THE CLASS ROSTER

a.   Input the Course Code/ID and/or other data as search criteria.

b.   Depress the FIND function key. If the class data is in the system, the data will be displayed
      in the update mode. There may be more than one Class for the same Course Code/ID. You
      must page through the records using the PRV REC/NXT REC function keys or the
      positional arrow keys until you find the Class for which you wish to build a roster.

NOTE: There are default values designed to be used when building a class roster. When used, all
students added to the Class Roster will have their records updated by the system automatically
upon entering student data and depressing ADD/UPD. The default values can be changed at your
discretion. If you decide not to use the default values the system will take you to the
Allocation/Completion screen after each entry to the Class Roster.

c.   Depress the NXT FORM function key. The second part of the screen containing the actual
      roster of students (if any) will be displayed.

d.   If there are students already assigned to the Class Roster, depress the CLR-ADD function
      key. The cursor should now be resting on the first open SSN field.

NOTE: To view and retrieve employees with established Requirements for the Course for which
you are building the Class, depress the NXT FORM function key from an open SSN field. Place
the cursor on the student you wish to add to the Class Roster and depress the PRV FORM
function key. Go to step g. and continue with the ADD.

e.   If there are vacancies left in the class, input the student (employee, non-employee or
      non-servicing activity employee) desired.

      (1) To find employee data, ZOOM to the EMPLOYEE INQUIRY screen from the SSN
           field.

      (2) To find non-employee data, ZOOM to the NON-EMPLOYEE screen for the NAME
           field.

      (3) To find Non-Servicing Activity Employee data, depress NXT FORM function key from
           the NAME field to access the NON-SERVICING ACTIVITY screen.

f.   Depress the ENTER/RETURN key.

g.   Input a "P" as Primary or "A" as Alternate in the PRIM/ALT field.

NOTE: You cannot assign alternates to classes with a CLASS END DATE earlier than the
system date.

h.   Depress the ADD/UPD function key.

i.   If you did not use the default values the EMPLOYEE REQUIREMENT/ALLOCATION or
      MAINTAIN COMPLETIONS screen will be displayed (Reference Chapter 8, pages 8-5 and
      8-6 to access these screens).

j.   If you used the default values, and the student was successfully added to the roster, the
      message ADDED will be displayed at the top right corner of the screen.

k.   If the student is an employee, the REQUIRE EST DATE, PRI and TRN STA fields on the
      screen will be generated by the system. If the student is not an employee, only the TRN STA
      field will be generated by the system.

l.   To add additional students to the roster, depress the CLR/ADD function key and return to
      step e. above.

m.   If the Class End Date has passed and you would like to file completions for the entire class,
      do the following:

      (1) On the top part of the screen, you must enter "Y" for the default values. You may
           change the values if desired.

      (2) Depress NXT FORM function key to access the actual Class Roster.

      (3) Depress the MSS CMPL (Mass Completion) function key. The Training Status code
           should now display "C" for all primary students on the Class Roster.

n.   To add students to another Class Roster, depress PRV FORM function key and the
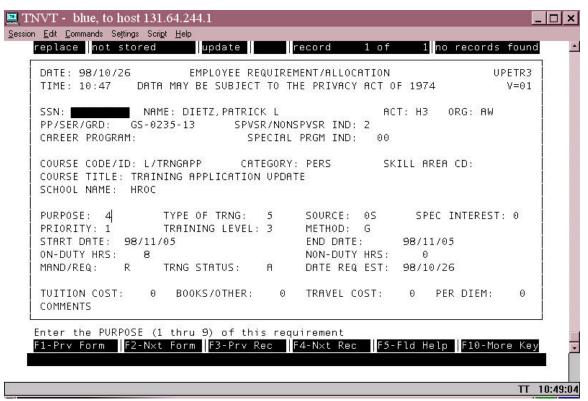   CLR-FIND function key and return to step a. above.

DELETING STUDENTS FROM THE CLASS ROSTER

a.   Input the Course Code/ID and/or other data as search criteria.

b.   Depress the FIND function key. If the class date is in the system, the data will be displayed in the update mode. There may be more than one Class for the same Course Code/ID. You must page through the records using the PRV REC/NXT REC function keys until you find the class from which you wish to delete students.

c.   Depress the NXT FORM function key.   The second part of the screen containing the actual roster of students (if any) will be displayed.

d.   Place the cursor on the student you wish to delete by using the PRV REC/NXT REC function keys or the positional arrow keys.

e.   Depress the DEL REC function key. The student should be deleted form the roster at this point.

f.   To delete additional students from the Class Roster, return to step d. above.

g.   To delete students from another Class Roster, depress PRV FORM function key and the CLR-FIND function key and return to step a. above.
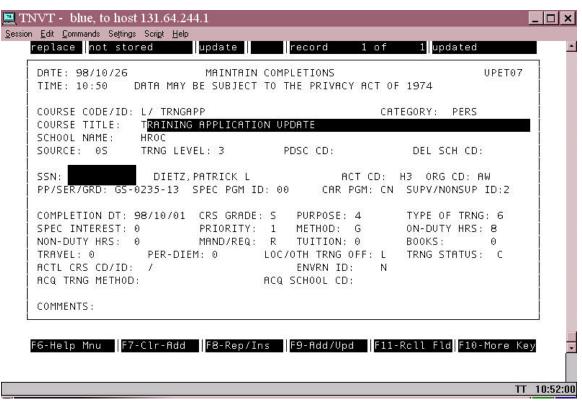
EMPLOYEE REQUIREMENT/ALLOCATION (UPETR3)

```
TNVT - blue, to host 131.64.244.1                                    _ □ ×
Session  Edit  Commands  Settings  Script  Help
     replace  not stored        update        record     1 of     1 no records found

    DATE: 98/10/26        EMPLOYEE REQUIREMENT/ALLOCATION            UPETR3
    TIME: 10:47    DATA MAY BE SUBJECT TO THE PRIVACY ACT OF 1974       V=01

    SSN:              NAME: DIETZ,PATRICK L              ACT: H3   ORG: AW
    PP/SER/GRD:   GS-0235-13       SPVSR/NONSPVSR IND: 2
    CAREER PROGRAM:                SPECIAL PRGM IND:    00

    COURSE CODE/ID: L/TRNGAPP      CATEGORY: PERS        SKILL AREA CD:
    COURSE TITLE: TRAINING APPLICATION UPDATE
    SCHOOL NAME:  HROC

    PURPOSE:  4        TYPE OF TRNG:   5      SOURCE:  0S     SPEC INTEREST: 0
    PRIORITY: 1        TRAINING LEVEL: 3      METHOD:  G
    START DATE:  98/11/05                     END DATE:      98/11/05
    ON-DUTY HRS:   8                          NON-DUTY HRS:    0
    MAND/REQ:   R     TRNG STATUS:    A       DATE REQ EST:  98/10/26

    TUITION COST:   0   BOOKS/OTHER:    0    TRAVEL COST:   0   PER DIEM:    0
    COMMENTS

    Enter the PURPOSE (1 thru 9) of this requirement
    F1-Prv Form   F2-Nxt Form  F3-Prv Rec    F4-Nxt Rec   F5-Fld Help  F10-More Key


                                                              TT  10:49:04
```

a.   This screen can be accessed from the CLASS ROSTER screen upon depressing the ADD/UPD function key while adding a student to a Class if the Class End Date is greater than the system date (Reference Chapter 8, Adding students to the Class Roster).

b.   If you wish to update a record and the Class End Date is greater than the system date, this screen can be accessed by placing the cursor on the SSN of the student's record you wish to update, and depress the ADD/UPD function key.

c.   Make any desired changes to the EMPLOYEE REQUIREMENT/ALLOCATION screen and depress the ADD/UPD function key. If the record was successfully added/updated, the message ADDED (if this is a new record) or UPDATED will be displayed at the top right corner of the screen and the system will return you to the MAINTAIN CLASS ROSTER screen.

d.   Depress the PRV FORM function key to return to the top portion of the CLASS ROSTER screen.

e.   Depress PRV FORM function key twice to return to the TRAINING OFFICE MENU.

MAINTAIN COMPLETIONS (UPET07)

a.   This screen can be accessed from the CLASS ROSTER screen upon depressing the
     ADD/UPD function key while adding a student to a Class if the Class End Date is equal or
     less than the system date (Reference Chapter 8, Adding students to the Class Roster).

b.   If you wish to update a record and the Class End Date is equal to or less than the system
     date, this screen can be accessed by placing the cursor on the SSN of the student's record
     you wish to update, and depress the ADD/UPD function key.

c.   Make any desired changes to the MAINTAIN COMPLETIONS screen and depress the
     ADD/UPD function key. If the record was successfully added/updated, the message
     ADDED (if this is a new record) or UPDATED will be displayed at the top right corner of
     the screen and the system will return you to the MAINTAIN CLASS ROSTER screen.

d.   Depress the PRV FORM function key to return to the top portion of the CLASS ROSTER
     screen.

e.   Depress PRV FORM function key twice to return to the